



UNITED STATES MARINE CORPS
U. S. MARINE CORPS FORCES, CENTRAL COMMAND
7115 S. BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33611-5101

COMUSMARCENTO 1400.1
SEA

MAY 08 2006

COMUSMARCENTO 1400.1

From: Commander
To: Distribution List

Subj: MARINE CORPS FORCES, CENTRAL COMMAND NON-COMMISSIONED
OFFICER/MARINE OF THE QUARTER AND NON-COMMISSIONED OFFICER
/MARINE OF THE YEAR PERSONNEL RECOGNITION PROGRAM (SHORT
TITLE: MARCENT NCO/M-Q/Y PROGRAM)

Ref: (a) MCO P1070.12K W/CH 1 (IRAM)
(b) MCO P1400.32C W/CH 1 (Enlisted Promotion Manual)
(c) MCO 1500.52C (MCWST)
(d) MCO 1500.54A (MCMAF)
(e) MCO 1510.121A (MCCST)
(f) MCO P1553.4A (Enlisted PME)
(g) MCO 3574.2J W/CH 1 (Marksmanship)
(h) MCO P6100.12 W/CH1 (MCPFTBCP)
(i) ALMAR 007/05 (MC Professional Reading Program)

Encl: (1) Nomination Letter Format
(2) Autobiography Format for Nominee
(3) Board Member's Scoring Sheet
(4) Board Member's Nomination Sheet
(5) Sample Award Citation/Certificate of Commendation

1. Situation. It is a Marine Corps tradition to officially recognize meritorious achievement and superlative performance, especially of our junior Marines. To that end, Meritorious Masts, Letters of Appreciation, and meritorious and accelerated promotions have been established and should be used as appropriate. However, commensurate with a Marine's grade and time in service, it is also important to periodically single out individual Marines whose performance of duty and standards of proficiency exceed those generally expected of Marines of their grade and experience. To afford those exceptionally qualified Marines due recognition, the Commander, U.S. Marine Corps Forces, Central Command has established the subject recognition program as outlined by this order.

2. Mission. Establish procedures for the selection of those exceptionally qualified Marines who perform their duties in a

noteworthy and commendable nature, to be recognized as the MARCENT NCO and Marine of the Quarter/Year.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Selection as the MARCENT NCO and Marine of the Quarter/Year indicates that the selected Marine possesses those traits of leadership, morality and professionalism aspired to by all Marines. The primary goal of this recognition program will be to honor those individual Marines who have contributed significantly to the mission effectiveness of MARCENT. In addition to job performance, nominees shall be evaluated on the basis of their accomplishments toward self-improvement, developing their leadership qualities, community involvement, and overall growth potential to the United States Marine Corps.

(2) Concept of Operations

(a) All corporals and sergeants assigned to fill a T/O billet and line number on the MARCENT T/O, or are filling billets on a MARCENT Coordination Element (MCE) staffing document, are eligible to be recognized as the MARCENT NCO of the Quarter/Year.

(b) All lance corporals and below assigned to fill a T/O billet and line number on the MARCENT T/O, or are filling billets on a MARCENT Coordination Element (MCE) staffing document, are eligible to be recognized as the MARCENT Marine of the Quarter/Year.

(c) Each MCE can submit one nominee for each of the NCO and Marine of the Quarter/Year boards.

(d) In order to ensure that the most qualified MARCENT NCO and Non-NCO are selected as the MARCENT NCO/Marine of the Year, the following guidance is published for the yearly board:

1. Quarterly winners who have not been reassigned outside of MARCENT will automatically be entered into the competition for the MARCENT NCO/Marine of the Year Program.

2. It is the responsibility of the parent MCE/section of the NCO/Marine of the Quarter winners to update those Marines nomination packages in accordance with this order, for the NCO/Marine of the Year Board.

3. Quarterly winners who have been reassigned outside of MARCENT, will not be eligible to compete for NCO/Marine of the Year.

4. In order to ensure the most highly qualified and well-rounded Marines are selected as the MARCENT NCO/Marine of the Year, each MARCENT Element may submit one additional nominee who meets the prerequisites outlined in this order.

5. Invariably, MARCENT will receive newly assigned Marines who, either by reputation and or by record, will be highly qualified for nomination as NCO/Marine of the Year, but who have not had the opportunity to compete as a quarterly nominee. Therefore, in order to standardize for this anomaly, a Marine must be assigned to a MARCENT T/O Billet or a MARCENT Coordination Element (MCE) staffing document for a minimum of 90 days in order to be eligible for nomination as the Marine/NCO of the year. This is to ensure the nominating section/MCE has had sufficient time to observe recently assigned Marines.

(e) The U.S. Marine Corps Forces, Central Command, Headquarters Company, MARCENT Fwd and the Coordination Elements are required to inform the MARCENT Senior Enlisted Advisor (SEA) by the board submission deadline, should they find that they do not have any Marines who qualify for recognition under this program.

(f) The NCO/Marine of the Quarter Boards will be held in accordance with the following schedule:

1. 1st Qtr: Annually during the 1st week of April.
2. 2nd Qtr: Annually during the 1st week of July.
3. 3rd Qtr: Annually during the 1st week of October.
4. 4th Qtr: Annually during the 1st week of January.

(g) The NCO/Marine of the Year Board will be held

annually during the second week of January, but always after the 4th quarter NCO/Marine of the Quarter Board has made its selection. Selected Marines will reign as the NCO/Marine of the year for the forthcoming year, not the year just completed.

b. Subordinate Element Missions

(1) Company Commander, Headquarters Company, MARCENT

(a) As Headquarters Company possesses the largest population of resident personnel, an internal board to screen and select nominees to represent Headquarters Company on the NCO/Marine of the quarter board and the NCO/Marine of the year board may be required.

(b) As a result of population density, Headquarters Company may submit nominee packages based upon population according to the following number of submissions:

1. Three or fewer nomination packages = 1

2. Four or more nomination packages = 2

(2) Officer-in-Charge, MARCENT FWD, Bahrain

(a) Select one sergeant or corporal to represent MARCENT FWD, Bahrain at the quarterly MARCENT NCO of the quarter board.

(b) Select one lance corporal or below to represent MARCENT FWD, Bahrain at the quarterly MARCENT Marine of the quarter board.

(3) Officer-in-Charge, MARCENT Coordination Element (MCE)

(a) Select one sergeant or corporal to represent the MCE at the quarterly MARCENT NCO of the quarter board.

(b) Select one lance corporal or below to represent the MCE at the quarterly MARCENT Marine of the quarter board.

(4) MARCENT Senior Enlisted Advisor

(a) Sit as the Senior Member of the MARCENT NCO/Marine of the quarter/year boards.

(b) Ensure compliance with the letter, spirit and

intent of this order and the enclosures as published herein.

c. Coordinating Instructions

(1) The MARCENT Senior Enlisted Advisor (SEA) will serve as the senior member of the NCO/Marine of the Quarter/Year boards.

(2) Additional Board members will be drawn from the Senior Enlisted Personnel assigned to fill a T/O billet and line number within MARCENT.

(3) The MARCENT SEA will publish a quarterly memorandum to all MARCENT Elements soliciting nomination packages for each of the quarterly and the yearly board(s).

(4) Should emerging operations necessitate that a scheduled board be postponed after the date announcement, the MARCENT SEA will coordinate an alternate date to follow as closely as possible to the original published date.

4. Administration and Logistics

a. Administration

(1) All nomination packages will be scanned and saved as one (1) .pdf file using the most recent version of Adobe Acrobat Reader, and submitted one week prior to the convening date of the announced board, via e-mail to the MARCENT SEA at marcentsea@marcent.usmc.mil

(2) All nomination packages will include a digital photograph of the nominee, uncovered and without the blouse, in the Marine Corps Desert MARPAT or MCCU.

(3) Photographs not taken with a digital camera will be scanned-in and sent as a separate e-mail attachment, but included in the same e-mail along with the nomination .pdf file.

(4) Ensure that all correspondence, including certified true copies are signed before scanning.

(5) Selection criteria. The total Marine concept will be the primary selection criteria. Those Marines who consistently demonstrate initiative, drive, perseverance and fortitude will be considered more qualified than those Marines who are lacking. Elements should include, but not necessarily be limited to, the

following qualifications and traits gained or demonstrated in an individual's present organization during a calendar quarter:

(a) 1st Class PFT - Of all annual training requirements, the PFT is the one event that most demonstrates a Marine's genuineness of effort as it requires initiative, drive, determination, perseverance, and purposeful effort. As such, a 1st Class PFT is a direct reflection of a Marine's embracement of the Corps values of Honor, Courage, and Commitment and should be given due consideration.

(b) Performance of duty - professionalism, technical proficiency, and noteworthy achievements contributing to the mission accomplishment of the member's command or activity.

(c) Excellence in leadership - a recognized leader of Marines who consistently strives to improve those Marines they lead while pursuing self-improvement as a demonstration of seeking increased responsibility.

(d) Motivation, pride, and patriotism.

(e) Participation in community affairs to include civic, occupational, and organizational activities, or other off-duty activities that enhance the image of the Marine Corps.

(f) Commendatory material - acts of heroism, awards, letters of commendation, recommendation and/or appreciation.

(g) Off-duty education and professional education acquired through Marine Corps Schools, correspondence courses, colleges, universities, and technical schools.

(6) Nominations for the NCO/Marine of the Quarter/Year are submitted in writing (encl (1)) describing each individual nominee, and the specific action or sustained performance of duty for which the Marine is being recommended. Per enclosure (1), each nomination package will consist of the following items in their respective order:

(a) Nomination letter (encl: 1)

(b) Basic Individual Record (dated within 10 days of the board),

(c) Basic Training Record (dated within 10 days of the board),

- (d) Copy of page 11 (dated within 10 days of the board),
- (e) Copy of page 12 (dated within 10 days of the board),
- (f) Education page (dated within 10 days of the board),
- (g) Record of Service (dated within 10 days of the board),
- (h) Awards page, and
- (i) Biography (encl: 2)

(7) Recognition. As the primary purpose of this recognition program is to honor those Marines who contribute significantly to MARCENT's mission success, the following recognition will be provided to each board winner:

(a) Awards

- 1. Each Marine selected as the MARCENT NCO/ Marine of the Quarter will be awarded a Certificate of Commendation.
- 2. Each Marine selected as the MARCENT NCO/ Marine of the year will be awarded a Navy and Marine Corps Achievement Medal.
- 3. Recognition as may be provided from time to time by members of the civilian community.

(b) Each Marine selected as the MARCENT NCO/ Marine of the Quarter will receive a 72 hour Special Liberty to be used at a time that is mutually agreeable to the Marine and his/her Officer-in-Charge.

(c) Each Marine selected as the MARCENT NCO/ Marine of the year will receive a 96 hour Special Liberty to be used at a time that is mutually agreeable to the Marine and his/her Officer-in-Charge.

(d) Display of his/her photograph in an appropriate location within MARCENT Headquarters.

(e) A Fleet Hometown New Release, if desired, by the selected Marine.

(8) Adjutant, MARCENT

(a) Following the selection of each MARCENT NCO/Marine of the Quarter, prepare a Commander's Certificate of Commendation for presentation to recognize those Marines selected.

(b) Following the selection of each MARCENT NCO/Marine of the Year, prepare citations for the presentation of the Navy and Marine Corps Achievement Medal to recognize those Marines selected.

(c) Awards will be completed timely so the Marine(s) selected as NCO/Marine of the Quarter/Year can be presented their awards at the beginning of the month following their selection during the monthly MARCENT promotions and awards ceremony.

(9) Public Affairs Office

(a) Coordinate with base Public Affairs to ensure appropriate photographic coverage for the presentation of each award is provided.

(b) Coordinate with each NCO/Marine of the Quarter/Year selected to complete a Fleet Hometown News Release and facilitate submission to the selected Marine's hometown for publication in local papers.

(c) Write an article for submission to the base paper and to publish on the MARCENT web-site, which tells of each selected Marine's accomplishment that has garnered them the selection as the MARCENT NCO/Marine of the Quarter/Year.

(10) Selected Marines

(a) Coordinate with the base photo-lab for photograph.

(b) Be available to attend functions as the MARCENT NCO/Marine of the Quarter/Year as they occur.


(c) Comport yourself at all times in a manner worthy of the title earned as the MARCENT NCO/Marine of the Quarter/Year.

b. Logistics: Various organizations on MacDill AFB and in the surrounding area of Tampa Bay and vicinity, occasionally honor reigning service-members of the quarters and year at appropriate events. Should MARCENT receive an invitation to attend such an event, MARCENT quarterly and yearly awardees may be expected to attend such events as a representative of U.S. Marine Corps Forces, Central Command.

5. Command and Signal

(a) Command. This order is applicable to those Marines assigned to the reserve component who are currently on orders assigned to U.S. Marine Corps Forces, Central Command and filling a T/O billet and line number.

(b) Signal. This order is effective the date signed.


GARY S. SUPNICK
Chief of Staff

DISTRIBUTION: A

NOMINATION LETTER FORMAT

COMMAND LETTERHEAD

1400
(Code)
(Date)

From: Officer in Charge
To: Senior Enlisted Advisor, United States Marine Corps
Forces, Central Command Non-Commissioned Officer/Marine
(select one) of the Quarter/Year (select one) Selection
Board

Subj: NON-COMMISSIONED OFFICER/MARINE (SELECT ONE) OF THE
QUARTER/YEAR (SELECT ONE) NOMINATION PACKAGE, CASE OF
RANK, FIRST NAME, MIDDLE INITIAL, LAST NAME, SSN/MOS USMC

Ref: (a) COMUSMARCENTO 1400.1

Encl: (1) Basic Individual Record - date
(2) Basic Training Record - date
(3) Copy of page 11 - date
(4) Education Page - date
(5) Record of Service - date
(6) Awards - date
(7) Biography

1. Per the reference, the following information on the
nominated Marine is provided for your consideration:

- a. Time in Grade: _____
- b. Time in Service: _____
- c. Most Recent Proficiency Marks: _____ Date: _____
- d. Most Recent Conduct Marks: _____ Date: _____
- e. PFT Classification: _____ Score: _____ Date: _____
- f. Rifle Classification: _____ Score: _____ Date: _____
- g. MCMAP Belt: _____ Date: _____

Enclosure (1)

Subj: NON-COMMISSIONED OFFICER/MARINE (SELECT ONE) OF THE
QUARTER/YEAR (SELECT ONE) NOMINATION PACKAGE, CASE OF RANK,
FIRST NAME, MIDDLE INITIAL, LAST NAME, SSN/MOS USMC

h. MCI Courses Completed: _____

i. Off-Duty Education Completed (Non-MCI): _____

j. Awards: _____

k. NJPs: _____ Grade: _____ Date(s): _____

2. Remarks describing the individual Marine, their character,
MOS proficiency, and specific actions or sustained performance
of duty for which the Marine is worthy of nomination.

SIGNATURE

AUTOBIOGRAPHY FORMAT FOR NOMINEE

COMMAND LETTERHEAD

1400
(Code)
(Date)

From: RANK, FIRST NAME, MIDDLE INITIAL, LAST NAME, SSN/MOS USMC
To: Senior Enlisted Advisor, United States Marine Corps Forces
Central Command, Non-Commissioned Officer/Marine (select
one) of the Quarter/Year (select one) Selection Board

Subj: AUTOBIOGRAPHY OF (RANK/NAME OF NOMINEE) FOR THE USMARCENT
NON-COMMISSIONED OFFICER/MARINE (SELECT ONE) OF THE
THE QUARTER/YEAR (SELECT ONE) SELECTION BOARD

Ref: (a) COMUSMARCENTO 1400.1

1. Name: Last, First, MI
2. MOS: (include English description of MOS)
3. Date and Place of Birth: DD MMM YY; City, State
4. Parents Names and Residence: Indicate status of parents.
5. Graduation information: School, date, and location of graduation or equivalency degree.
6. Civilian Education: Any college-level courses or degrees. If currently enrolled in off-duty education (not MCI), provide the name of the educational institution, year of study (Freshman, Sophomore, etc.), and major being pursued.
7. Relevant Autobiography: Autobiography must not cover every second of the nominee's life. This narrative must be written by the nominee in order to review the nominee's ability to communicate effectively. The autobiography should have, at a MINIMUM, the following elements weaved into it:
 - a. Date enlisted.
 - b. Where did they attend recruit training.
 - c. Formal military schools.

Subj: AUTOBIOGRAPHY OF (RANK/NAME OF NOMINEE) FOR THE USMARCENT
NON-COMMISSIONED OFFICER/MARINE (SELECT ONE) OF THE
THE QUARTER/YEAR (SELECT ONE) SELECTION BOARD

- e. Civic activities.
 - f. Date current tour began and billet description.
 - g. If applicable, name of spouse and children.
 - h. Personal decorations.
8. Hobbies and other off-duty interests and activities: List hobbies and special interests, i.e., golf, fishing, hunting, private pilot's license, Boy/Girl Scout troop leader, Red Cross volunteer, etc.

Signature
Name spelled out
Rank

**MARINE CORPS FORCES CENTRAL COMMAND
NON-COMMISSIONED OFFICER AND MARINE OF THE QUARTER/YEAR
MILITARY QUALIFICATIONS DATA SHEET**

(Last name, First, middle initial)_____
(Rank)_____
(SSN/MOS)_____
(Organization)_____
(Height)_____
(Weight)_____
(BF pct)_____
(DOR)_____
(AFADBD)

1. **Average** Pro/Con Marks **present grade:** Proficiency _____ Conduct _____
(Sergeants indicate Marks in service)
(Any mark below 4.5 is scored a "0")

4.9 - 5.0 = 6 points

4.6 - 4.8 = 4 points

4.5 = 3 points

Points _____ Points _____

Total _____

2. **Last** Rifle Qualification (MCO 3574.2J):

Expert 52 - 65 = 7 points

Expert 40 - 51 = 5 points

Sharpshooter 35 - 39 = 3 points

Marksman 22 - 34 = 1 point

Score _____

Points _____

Total _____

3. **Last** Physical Fitness Test (MCO P6100.12):

1st Class 285 - 300 = 7 points

1st Class 255 - 284 = 5 points

1st Class 225 - 254 = 3 points

Score _____

Points _____

Total _____

4. **Current** Swim Qualification (MCO 1500.52C)

WSQ = 5 points

1st Class = 4 points

2nd Class = 3 points

3rd Class = 2 points

Class _____

Points _____

Total _____

5. **Last** Marine Corps Common Skills Test (MCO 1510.121A)

95% - 100% = 7 points

90% - 94% = 5 points

85% - 89% = 3 points

80% - 84% = 1 point

Score _____

Points _____

Total _____

6. **Current** Marine Corps Martial Arts Program Belt (MCO 1500.54A):

MCMAP Black Belt = 7 points

MCMAP Brown Belt = 5 points

MCMAP Green Belt = 3 points

MCMAP Gray Belt = 2 points

MCMAP Tan Belt = 1 point

Belt _____

Points _____

Total _____

Page total _____

Enclosure (3)

**MARINE CORPS FORCES CENTRAL COMMAND
NON-COMMISSIONED OFFICER OF THE QUARTER/YEAR
MILITARY QUALIFICATIONS SUPPLEMENTAL DATA SHEET**

(Last name, First, middle initial)	(Rank)	(SSN/MOS)
(Organization)	(Height)	(Weight)
	(BF pct)	(DOR)
		(AFADBD)

7. Non-Commissioned Officer Program for CPL/SGT (MCO P1551.4A):
(Each program is worth 5 (FIVE) points apiece)

<input type="checkbox"/> FMCL (Fundamentals of Marine Corps Leadership) <input type="checkbox"/> CSCC (Command-sponsored Corporal's course) <input type="checkbox"/> SGTDEP (Sergeant's Distance Education Program) <input type="checkbox"/> SNCOASC (SNCO Academy Sergeant's Course)	Total _____
--	--------------------

8. Professional Reading Program for CPL/SGT (Per ALMAR 007-05):
(Each book read must be accompanied by a half page synopsis for score)
(Each book read is worth 1 (ONE) point)

<input type="checkbox"/> BATTLE LEADERSHIP, VON SCHELL <input type="checkbox"/> FIELDS OF FIRE, WEBB <input type="checkbox"/> FLAGS OF OUR FATHERS, BRADLEY <input type="checkbox"/> GATES OF FIRE, PRESSFIELD <input type="checkbox"/> THE BRIDGE AT DONG HA, MILLER <input type="checkbox"/> THE LAST FULL MEASURE, SHAARA <input type="checkbox"/> THE RED BADGE OF COURAGE, CRANE <input type="checkbox"/> THE UNITED STATES MARINES: A HISTORY, SIMMONS <input type="checkbox"/> TIP OF THE SPEAR, MICHAELS <input type="checkbox"/> WITH THE OLD BREED AT PELELIEU AND OKINAWA, SLEDGE	Total _____
---	--------------------

9. Self-Education Bonus (in present grade) (14 point MAXIMUM)

MCI/Extension School (1 pt/course for 7 Pts)
 Completed _____ X 1 point each = _____

College/CLEP/Vocational (1 pt/course for 7 Pts)
 Completed _____ X 1 point each = _____

Total _____

COMMENTS/REMARKS: _____

**MARINE CORPS FORCES CENTRAL COMMAND
MARINE OF THE QUARTER/YEAR
MILITARY QUALIFICATIONS SUPPLEMENTAL DATA SHEET**

<hr/>	<hr/>	<hr/>			
(Last name, First, middle initial)	(Rank)	(SSN/MOS)			
<hr/>					
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
(Organization)	(Height)	(Weight)	(BF pct)	(DOR)	(AFADBD)

7. Command directed MCI (MAXIMUM of 3 point bonus):

___ Marine NCO	= 1.5 points	
___ Personal Finance	= 1.5 points	Total _____

8. Professional Reading Program for PVT/PFC/LCPL (Per ALMAR 007-05):
(Each book read must be accompanied by a half page synopsis for score)
(Each book read is worth 1 (ONE) point)

___ A MESSAGE TO GARCIA, HUBBARD	
___ BLACKHAWK DOWN, BOWDEN	
___ RIFLEMAN DODD, FORESTER	
___ THE DEFENSE OF DUFFER'S DRIFT, SWINTON	
___ THE KILLER ANGELS, SHAARA	
___ THE SOLDIER'S LOAD, MARSHALL	
___ U.S. CONSTITUTION	Total _____

9. Self-Education Bonus (in present grade) (14 point MAXIMUM)

MCI/Extension School (1 pt/course for 7 Pts)
Completed _____ X 1 point each = _____

College/CLEP/Vocational (1 pt/course for 7 Pts)
Completed _____ X 1 point each = _____

Total _____

COMMENTS/REMARKS: _____

MARINE CORPS FORCES CENTRAL COMMAND
NON-COMMISSIONED OFFICER AND MARINE OF THE QUARTER/YEAR
BOARD MEMBERS SCORING SHEET

Rank	Name	Sctns 1-6: Score	Sctns 7-9: Score	Appearance: (max 5 pts)	Nom Letter: (max 5 pts)	Biography: (max 5 pts)	Overall Score	Rnkng
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____
_____	_____	_____	_____	5 4 3 2 1	5 4 3 2 1	5 4 3 2 1	_____	_____

Board Member Signature

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

TO

SPELLED OUT RANK AND NAME, UNITED STATES MARINE CORPS

FOR

PROFESSIONAL ACHIEVEMENT AND SUPERIOR PERFORMANCE OF DUTIES WHILE SERVING AS (TITLE) AT (MCE IF APPLICABLE), MARINE CORPS FORCES CENTRAL COMMAND, AND SELECTION AS THE UNITED STATES MARINE CORPS FORCES CENTRAL COMMAND (NON-COMMISSIONED OFFICER OR MARINE) OF THE YEAR FOR (CALENDAR YEAR). (MARINE'S RANK AND NAME) CONSISTENTLY PERFORMED THEIR DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER, RESULTING IN SIGNIFICANT CONTRIBUTIONS TO THE PRODUCTIVITY OF THEIR SECTION, AND MARCENT'S MISSION ACCOMPLISHMENT. (MARINE'S RANK AND NAME) DILIGENT EFFORTS, COMMITMENT TO MISSION ACCOMPLISHMENT, AND RESOURCEFULNESS HAS INSPIRED ALL WHO OBSERVED THEM, AND ENHANCED THE OPERATIONAL READINESS OF MARINE CORPS FORCES CENTRAL COMMAND. THIS SELECTION AS THE MARINE CORPS FORCES CENTRAL COMMAND'S (NON-COMMISSIONED OFFICER OR MARINE) OF THE YEAR FOR (CALENDAR YEAR) REFLECTS GREAT CREDIT UPON THEMSELVES AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

CERTIFICATE OF COMMENDATION

SPELLED OUT RANK AND NAME

UNITED STATES MARINE CORPS [RESERVE IF APPLICABLE]

FOR

PROFESSIONAL ACHIEVEMENT AND OUTSTANDING PERFORMANCE OF DUTIES WHILE SERVING AS *(TITLE)* AT *(MCE IF APPLICABLE)*, MARINE CORPS FORCES CENTRAL COMMAND, AND SELECTION AS THE UNITED STATES MARINE CORPS FORCES CENTRAL COMMAND *(NON-COMMISSIONED OFFICER OR MARINE)* OF THE *(QUARTER FOR # QUARTER, FOR CURRENT YEAR)*. DURING THIS PERIOD YOU CONSISTENTLY PERFORMED YOUR DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER, RESULTING IN SIGNIFICANT CONTRIBUTIONS TO THE PRODUCTIVITY OF YOUR SECTION, AND MARCENT'S MISSION ACCOMPLISHMENT. YOUR DILIGENT EFFORTS, COMMITMENT TO MISSION ACCOMPLISHMENT, AND RESOURCEFULNESS HAS INSPIRED ALL WHO OBSERVED THEM, AND ENHANCED THE OPERATIONAL READINESS OF MARINE CORPS FORCES CENTRAL COMMAND. YOUR SELECTION AS THE MARINE CORPS FORCES CENTRAL COMMAND'S *(NON-COMMISSIONED OFFICER OR MARINE)* OF THE *(QUARTER FOR # QUARTER, FOR CURRENT YEAR)* REFLECTS GREAT CREDIT UPON YOURSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS.